



The City of Wilmington

LOUIS L. REDDING - CITY/COUNTY BUILDING, 800 N. FRENCH STREET, WILMINGTON, DE 19801

www.WilmingtonDE.gov

Department of Planning and Development

Application for Major and Minor Subdivision and Preliminary Subdivision Plan Submission Checklist

TODAY'S DATE: _____

SUBDIVISION NAME: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER(S): _____

PROPERTY OWNER(S): _____

OWNER(S) ADDRESS: _____

APPLICANT/ENGINEER/SURVEYOR: _____

BUSINESS ADDRESS: _____

PRIMARY CONTACT: NAME: _____

 PHONE: _____

 EMAIL: _____

PURPOSE OF THIS SUBDIVISION: _____

Please check this box if the subdivision does NOT include any proposed construction.

Please check all that apply:

- A portion of this subdivision is known to exist within a FEMA-designated floodplain.
- The total size of the subject site is greater than 2.5 acres.
- The subject site is entirely bounded by a combination of public streets, public parks, rail rights-of-way, and/or water courses.
- This subdivision includes a Condominium Declaration.
- This project proposes the construction of a street intended to be dedicated to the City of Wilmington.
- A portion of this project is intended to be dedicated to the City of Wilmington as a public park or open space.

Submission Requirements

In order for your subdivision application to be deemed complete and be processed, this application must be signed below, and the attached checklist must be completed in its entirety. Submit the following materials to Department of Planning and Development at the address below:

- Completed and signed subdivision application with completed checklist.
- Submission of three (3) paper copies of preliminary subdivision plan.
- Submission via email or CD of electronic PDF version of the subdivision plan.
- Draft copies of all relevant supporting documents (Condominium Declaration, Condominium Bylaws, Home Owners Association Covenant(s) or Agreement(s), Declaration of Easements, etc.)

Mail or hand-deliver all application materials to the Department of Planning and Development:

Plan Review Coordinator
Department of Planning and Development
City of Wilmington
Louis L. Redding City/County Building
800 N. French Street, 7th Floor
Wilmington, DE 19801

Please sign below verifying that you have completed the attached checklist and have verified that the content is accurate and complete.

Print Name of Applicant

Signature of Applicant

Date

Preliminary Subdivision Plan Submission Checklist

Use the checklist below to create a subdivision plan which conforms to the City's Regulations Governing the Subdivision of Land: www.WilmingtonDE.gov/subdivisionreview

1. General Content

- Plan Title
- Purpose statement for the subdivision
- Plan Scale
- North Arrow
- Location map with scale and north arrow

2. Plan Data/Notes

Owner Information

- Owner name(s)
- Tax parcel numbers
- Property address(es)
- Deed References

Zoning Information

- Zoning district classification(s)
- Minimum area of lot
- Minimum width of lot
- Minimum building setback
- Minimum width of side yard
- Depth of rear yard
- Lists of variances received with Zoning Board of Adjustment case # and date of approval

Easements

- Easements identified on plan and appropriate legal documents regulating the use and maintenance of easement submitted
- If three or more attached residences are proposed, a "4' wide paved pedestrian easement" must be drawn and noted on plan and there must be a cross reference easement document provided for review.

3. Drawing Content

Streets and Alleys:

- Street names (both existing and proposed)
- Dimensions of rights-of-way, streets, and sidewalks (both existing and proposed)
- Centerline of rights-of-way (both existing and proposed)

Utilities on and adjacent to site

- Sewer, stormwater, water, gas lines in rights-of-way
- Utility laterals
- Existing and proposed street trees
- Existing parcel lines and dimensions
- Proposed lot lines and dimensions (clearly labeled)
- Existing tax parcel numbers
- Location of existing buildings
- Any proposed demolition clearly labeled
- Elevation: depicted with 5' Contour lines

4. Certifications

- Certification of Accuracy Signature Box

Certification of Accuracy

I, _____ hereby certify that I am a registered professional engineer in the State of Delaware with a background in civil engineering (or) a professional surveyor in the State of Delaware. To the best of my knowledge and belief, I certify that the information on this plan is true and correct to the accuracy required by accepted surveying standards and practices. The proposed construction, as shown on the plan complies with all applicable laws and regulations.

Engineer/Surveyor

Date

- Certification of Ownership Signature Box

Certification of Ownership

I, _____ hereby certify that I am the owner of the property shown on this plan, that the subdivision thereof was made at my direction, that I acknowledge the same to be my act and plan and desire the same to be recorded as such according to the law, and in accordance with the subdivision and land development regulations of the City of Wilmington.

Signature

Date

- Department of Planning and Development Approval Signature Box

Approved for Recordation

Director of Department of Planning
and Development

Date